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ARCHITECTURAL REVIEW

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JURISDICTION OF ARCHITECTURAL REVIEW

Well designed buildings and facilities reflect the quality of the community, enhance the visual character of the City and increase business and property values.

To achieve this, the process of architectural review was created by the City Council with the establishment of an Architectural Review Committee. All buildings, structures, signs and landscape designs in the P-D, C-O, C-C, C-2, P-D-C, C-M, P-M and R-3 zoning districts are required to be submitted for architectural review. Precise plans or drawings are to be submitted. Architectural review may also be a condition for granting a special conditional use permit. The Architectural Review Committee may impose reasonable conditions on its approval of any project.

The Architectural Review Committee may adopt design requirements, policies and procedures to carry out the functions of the Committee and place into effect the requirements of this manual.

ARCHITECTURAL DESIGN THEME

Good urban design can create a City image that is pleasant, identifiable and conducive to economic viability. To facilitate such a City image, Lompoc encourages as much as practicable for all new development and remodeling, an "Early California" architectural theme. This theme is illustrated by the photographs on the pages of this manual. This architectural style contains elements of Western, Ranch, Spanish, Monterey and Victorian schools of architecture. Some characteristics of this theme are as follows:

1. Use of structural, architectural design elements, i.e., corridors, heavy beams, posts, arches, columns, colonnades, canopys, cornices, etc.
2. Strong textured look, using woods, tiles, pavers, stuccos, stones, blocks and bricks, colors, plant material, recesses, etc.
3. Strong feeling of overhead treatment such as roof overhangs, balconies, or dark facias.
4. Earthen colors. Colors with warm, natural tones. Colors range from whites, yellows, browns, clays, slates.
5. Wall relief (graphics, three dimensional design, landscaping, heavy textured stucco, wood, tiles, etc.)
6. Strong window statement (treatment of frame, mullions, border, etc.)

The above characteristics and the photo illustrations in this manual are suggestive only. Above all, the City encourages creativity and design excellence in achieving the subjective feeling or impression of "Early California", or a design compatible therewith. It is not the function of the committee to design or redesign in part or whole any proposal or to require the use of any specific material, colors or design elements beyond those mentioned as standards and guidelines for meeting the architectural theme. Further, a proposal which is simply within the limitations of the zoning ordinance regulations and utilizes those elements, materials, etc. described herein does not insure its being aesthetically pleasing and may not be approved.

ARCHITECTURAL REVIEW CONSIDERATIONS

The Architectural Review Committee (and, on appeal, the Planning Commission or City Council) is empowered to review any or all of the following items with respect to the proposed work.

1. uses permitted.
2. lot size.
3. building coverage.
4. setbacks.
5. building height.
6. parking and other paved areas.
7. use of open space.
8. landscaping.
9. signs and graphics.
10. aesthetics.
11. quality of design.
12. character.
13. scale.
14. building materials.
15. color.
16. pedestrian, bicycle, and vehicular circulation.
17. compatibility with neighboring properties and uses.
18. lighting.
19. noise.
20. visibility and effect upon view at all sight lines.
21. emission of smoke, fumes, or odors.
22. location upon the site.
23. disturbance of existing topography, trees, shrubs, and other natural features.

24. water percolation, drainage and permeability of soils.
25. accessory structures, including garages, sheds, utility facilities and waste receptacles.
26. art work, sculpture, fountains, and other artistic features.
27. stairs, ramps, escalators, moving sidewalks, elevators, and downspouts on the exterior of buildings.
28. flues, chimneys, exhaust fans, air conditioning equipment, elevator equipment, fans, cooling towers, antennae or similar structures placed upon the roof or the exterior of the building which are visible from the street or from any building in the immediate area.
29. sun shades, awnings, louvres, or any visible device for deflecting, filtering, or shielding the structure or interior from the elements.
30. balconies, penthouses, loading docks, or similar special-purpose appendages or accessory structures.
31. fire safety, life safety and fire access.
32. Any other features which may affect the design and ultimate appearance of the work, as determined by the Architectural Review Committee.

ARCHITECTURAL REVIEW CRITERIA AND STANDARDS

The following design criteria and standards are used by the Architectural Review Committee in reviewing projects. The Planning Commission may grant deviations from these guidelines upon recommendation of two-thirds of the membership of the ARC, provided that such deviations shall be designed to carry out the objectives of these guidelines.

1. DESIGN CRITERIA:

- a. The proposal must comply with all applicable provisions of the Lompoc City Code.
- b. The design should be consistent with the Lompoc General Plan and with the "Early California" design theme.
- c. The design should be compatible with the immediate environment of the site, including the streetscape.
- d. The design should be compatible with future construction, both on and off the site.
- e. The design should produce harmonious transition both in scale and character in area between different designated land uses.
- f. Access to the property and circulation thereon should be safe and convenient for pedestrians, cyclists, and vehicles.

- g. The amount and arrangement of open space and landscaping should be appropriate to the design and function of the structure.
- h. Material, textures, colors and details of construction should be an appropriate expression of its design concept and function and the same should be compatible with the adjacent and neighboring structures and functions.
- i. Landscaping should be compatible with and complement site planning as well as the design of the building.
- j. Vertical and horizontal sight lines should be sufficient to ensure safe vehicular as well as pedestrian movement.

2. ARCHITECTURAL DESIGN STANDARDS

a. General provisions:

- (1) Improvements visible from and/or fronting on major or arterial streets will require additional landscape design, including, but not limited to, the landscaping of all areas not used for parking of automobiles, walkways or ramps.
- (2) All exterior wall elevations of buildings visible from and/or facing streets are to have architectural treatment. No building surface fronting on a street shall have a flat, void surface, without architectural treatment.
- (3) All windows and doors on all exterior wall elevations of buildings visible from and/or facing public streets shall have framing and sashes made of a material other than clear anodized aluminum. Acceptable material would include wood, brown or bronze anodized aluminum, stucco, tile, etc.
- (4) All roof mounted mechanical equipment or duct work which projects vertically more than one and one-half feet above the roof or roof parapet is to be screened by an enclosure which is detailed consistently with the building design.
- (5) No mechanical equipment is to be exposed on the wall surface of a building.
- (6) Compressors shall be screened by a wall, a fence or landscape materials and be located below the fascia and/or roof line of the building. Further, they shall be located on the rear or hidden side of the building and shall be painted to match the surface to which attached, if that surface is visible.
- (7) Gutters and downspouts are to be painted to match the surface to which attached unless used as a major design element, in which case the color is to be consistent with the color scheme of the building.

b. Storage areas:

- (1) All outdoor storage for goods, materials, commercial vehicles or equipment shall be visually screened. Said screening shall form a complete opaque screen up to eight (8) feet in vertical height.

c. Refuse collection areas:

- (1) All outdoor refuse collection areas shall be screened by a complete opaque screen.

d. Lighting:

- (1) The design of parking lot lighting fixtures shall be compatible with the architecture to be used in the proposed development.
- (2) Walkway light fixtures shall not exceed a height of twelve feet and their placement shall be consistent with the overall design concept.
- (3) Security lighting fixtures are not to project above the fascia or roof line of the building and are to be shielded. The shield shall be painted to match the surface to which it is attached. The security lighting fixtures are not to be substituted for parking lot or walkway lighting fixtures.
- (4) All lighting shall be shielded so as not to produce harmful effects upon neighboring property.

e. Window projections:

- (1) A maximum of two window projections into any required yard are allowed per lot. Any other such projections will be allowed by the discretion of the Committee.
- (2) No projections are allowed on the first floor of any building.
- (3) Such window projections shall not exceed 8 feet in width.

f. Signing:

- (1) Signing is regarded as an integral and complementary element of the overall architectural and streetscape composition and shall be integrated with the building and landscape design.
- (2) Projects or buildings containing more than one use, i.e., more than one store, should have an overall planned sign program.
- (3) As a general rule, there shall be no more than three colors used on a sign and all signs advertising one business or use shall utilize the same colors. The background color, black and white are all considered colors.

- (4) Low profile, ground mounted signs less than 8 feet high are encouraged.
- (5) Pole and roof signs are to be considered only after alternative solutions are proved not feasible. Approval of such signs shall be contingent upon the individual physical features of the specific site.
- (6) Signing shall include minimum information only, i.e., the use of subordinate information such as telephone numbers, addresses, lists of products, services, pictures of products is discouraged.
- (7) The name of the business shall be the dominate message on a sign.
- (8) Registered or copyrighted logos or trademarks shall be allowed with a maximum of four colors.

APPLICATION PROCEDURE

The Architectural Review Committee (ARC) is comprised of 5 members; two members of the Planning Commission, one member of the City Beautification Commission and two members of the public at large. The Committee meets the 1st and 3rd Wednesday of every month at 4:30 p.m. and reviews applications for its approval. Meetings are open to the public. The following are the ARC's application procedures.

1. Obtain the application form from the Community Development Department at City Hall. There is no fee for architectural review.
2. Submit the application together with 7 complete sets of plans and three additional plot plans to the Community Development Department.
3. Environmental Impact Assessment is performed by the applicant, if required.
4. Applications must be received one week prior to a regularly scheduled meeting.
5. The applicant or a representative with full authority to represent the applicant shall appear before the Committee or no action shall be taken by the ARC on the proposal.

STAFF REVIEW

The applicant should contact staff early in the design development stages to better insure that plans finally submitted for review meet City policies and the requirements for submittal.

The Architectural Review Committee welcomes applicants to appear and discuss a project early in its design stages. This allows the Committee and applicant an opportunity to communicate and achieve an effective design. The applicant

must eventually obtain formal approval by the Committee. No building permit can be issued without ARC approval of plans or drawings.

ARC REVIEW

The following is a summary of possible actions that may be taken by the Committee:

- A. Approval. Copies of the approved plans are forwarded to the Community Development Department. The Building Division issues the building permit(s) after the appeal period expires and after the various departments have reviewed the final plans.
- B. Approve with modifications or conditions. The plans are either red penciled to indicate the modification or they are approved subject to conditions specified in the minutes. Corrected plans with the modifications, or changes are submitted to the Community Development Department. The plans are then processed as above.
- C. Continue. The applicant and the Committee agree to continue, and further discussion or review occurs at a subsequent meeting.
- D. Withdrawal. The applicant may withdraw the application from consideration, in which case the applicant may submit a new application at a future date.
- E. Disapproval or failure to accept conditions. The applicant may return with new plans or appeal the decision of the Committee to the Planning Commission and the City Council within fifteen (15) days of the ARC decision.

Official notice of the Committee's decision, together with copies of the minutes and any further instructions or any agreement which may need to be signed are sent to the applicant or his authorized agent.

SUBMITTAL REQUIREMENTS: BUILDINGS AND DEVELOPMENTS

Architectural Review Committee:

Two (2) application forms and seven (7) complete copies of required drawings and three (3) additional plot plans; one (1) accurately colored drawing or rendering of typical elevation of building.

All plans shall be drawn to scale and include the following:

- 1. SITE DEVELOPMENT PLAN SHOWING:
 - a. legend: scale, north-point, date, name of applicant, address of project, person preparing plan and phone numbers.
 - b. site: all existing lot lines and lot area.
 - c. grades: (existing and proposed) where they affect the location of the building.
 - d. structures: location, dimensions and use of existing and proposed structures, fences and walls. Show open stairways and other projections from exterior building walls.

- e. use: indication of proposed use of buildings shown on the site.
 - f. yards: distance between exterior walls of structures and between such walls and property lines.
 - g. traffic circulation: completely dimensioned parking layout (dimensions of internal driveways, aisles, number of parking stalls and loading spaces, pedestrian ways, vehicle ingress and egress to buildings).
 - h. streets: (obtain from city engineer) existing, proposed, precise plan lines, and improvements (sidewalks, curbs, gutters, driveways and landscaping).
 - i. drainage facilities: location, type and number.
 - j. lighting: location and size of all exterior lighting and size of all exterior lighting standards and devices.
 - k. garbage: location of refuse disposal areas.
 - l. storage: location of outside storage areas and indication of screening method.
 - m. utilities: show location of underground and above ground utilities and equipment.
2. LANDSCAPING PLANS SHOWING:
- a. all property lines.
 - b. outline of proposed structures, parking areas, driveways and walkways.
 - c. all existing trees and large shrubs showing sizes and common and botanical names.
 - d. location of all trees to be removed.
 - e. landscape design of all required and proposed landscape areas, including precise location, size, spacing, and name of all proposed plant materials.
 - f. schedule of planting, preferably in table form, showing sizes and numbers of plants with their common and botanical names.
 - g. irrigation system layout of all landscaped areas.
 - h. all curbs, headers or raised planting areas.
3. BUILDING ELEVATIONS SHOWING:
- a. all principal exterior walls, fences, roof projections and other structures with height dimension.
 - b. type of roof and wall material to be used.
 - c. accurate color of materials (1 copy of typical elevation or perspective shall be rendered in accurate color).
 - d. sign location(s) showing their relationship to the building's architecture.
 - e. location of roof equipment, exterior lights and other exterior mechanical utility equipment, and exterior lights or mechanical equipment which may potentially be located on the roof of the building(s).

4. FLOOR PLAN SHOWING:

- a. total floor area of project.
- b. typical floor plan for each type of use.

5. WRITTEN INFORMATION SUMMARY INDICATING:

- a. finish schedule showing type of material proposed for all important exterior surfaces.
- b. density (residential only).
- c. number of parking spaces, required and proposed.
- d. square footage of:
 - (1) lot area and percent of coverage.
 - (2) area landscaped.
 - (3) unimproved future building sites.

6. EXISTING GRADES SHOULD BE SHOWN BY GRIDS OR CONTOURS DRAWN AT ADEQUATE INTERVALS.

7. PHOTOGRAPHS OF EXISTING CONDITIONS ON AND ADJACENT TO THE SITE.

8. PROVISIONS FOR ACCESSIBILITY TO THE ELDERLY AND PHYSICALLY DISABLED WHICH ARE REQUIRED BY LAW FOR BUILDINGS AND FACILITIES TO BE USED BY THE PUBLIC.

SUBMITTAL REQUIREMENTS - SIGNS

Architectural Review Committee:

Application form and seven (7) copies of proposed plans; one (1) accurately colored drawing of typical elevations.

The Submittal shall include the following:

1. PLOT PLAN SHOWING:

- a. property lines
- b. building setback lines
- c. outline of all existing and proposed structures.
- d. location of proposed signs.
- e. location of existing signs.

2. ELEVATIONS OF BUILDING SHOWING:

- a. major dimensions of exterior walls.
- b. placement of signs on the building.
- c. the relationship of free-standing sign(s) to the building (if such a sign is allowed).
- d. Indicate colors of building.

3. SIGN ELEVATIONS SHOWING:

- a. exterior dimensions and total area of the sign(s) (compute sign area per sign regulations).
- b. dimension, height and width of all letters, figures, logos, etc. and the

depth of sign canisters, letters and logos to be raised from the overall mounting surface or main sign surface.

- c. accurate graphic representation (drawings) of all copy styles to be used.
- d. indicate colors and materials to be used (one accurate colored elevation of each sign is required).
- e. all ground mounted or pole signs, in addition to the above information, shall indicate the type and dimensions of the supporting structure and signs indicating overall height, distance from property lines and buildings or structures. Engineering drawings must be supplied to the Building Department for permit(s).
- f. any proposed illumination and magnitude of all illumination.

4. COLOR SAMPLES OR CHIPS

5. PHOTOGRAPHS OF EXISTING CONDITIONS ON AND ADJACENT TO THE SITE MAY BE USED AS A SUPPLEMENT.

6. PLANTERS AND/OR LANDSCAPING AREAS are required at the base of all pole and ground mounted signs and shall be graphically described by height, width, length, material and location on the site and shall include plant material by name, size and quantity.

APPLICATION PROCEDURE IF CONDITIONAL USE PERMIT IS A REQUIREMENT

- 1. Uses permitted subject to conditional use permit are those uses necessary for the development of the community, having inherent qualities or characteristics which, unless provided for, would cause such uses to be incompatible or inharmonious with adjacent or nearby permitted uses. Refer to the Zoning Ordinance for those particular uses requiring a use permit in the applicable zone.
- 2. File a use permit application with three sets of plans with the Community Development Department.
- 3. Plans are checked for code conformance.
- 4. The Community Development Department makes an environmental impact assessment.
- 5. A use permit public hearing is held by the Planning Commission.
- 6. Possible Planning Commission actions on use permit applications:
 - a. Approve - or
 - (1) approve subject to architectural review.
 - b. Deny -
 - (1) action ends; or
 - (2) decision is appealed to City Council
 - (3) City Council action:
 - (a) Approve: plans are subject to architectural review and if are approved, go to the Community Development Department for permit.
 - (b) Deny: matter ends.

APPEAL PROCEDURE

Any person aggrieved with the action of the Architectural Review Committee may file an appeal with the Planning Commission not later than fifteen calendar days after notice of the action of the Committee is given. The appeal is filed with the Community Development Director who acts as secretary to the Planning Commission and who will place the appeal on the agenda of the Commission. The Commission may affirm, reverse, modify or alter the decision of the Architectural Review Committee in any respect. The decision of the Commission may be appealed to the City Council. Such an appeal is filed within ten (10) days in the same manner prescribed above. The Architectural Review Committee will be represented at any appeal hearing.

REFERRAL PROCEDURE

Applications of significance to other reviewing bodies may be reviewed by the Architectural Review Committee. In such cases the Planning Commission or other body may refer a project design to the Committee for its comment.

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